



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T- 320	Page: 1	of: 2
Title: Initial Certification Course Funding		
Regulatory Authority: 12VAC5-31-1570		
Date of Issue: March 1, 2005	Effective Date: July 1, 2008	

- A. Funding is made available for any not-for-profit organizations. Non-profit organizations include but are not limited to:
1. Community Colleges
 2. 501 (c) (3) organizations
 3. Governmental Organizations
 4. Individuals who are not considered for profit entities.
- B. Initial Certification Course Funding requirements include:
1. The program must satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the Training Programs Administration Manual and the criteria specified for the course of instruction.
 2. The Contractor must:
 - a. Submit a completed Virginia Office of Emergency Medical Services Training Fund (EMSTF) Course Funding Contract for the appropriate type of course with the "Course Approval Request Form".
 - b. Submit appropriately, enrollment forms as specified in 12 VAC 5-31 of EMS regulations, the Training Program Administration Manual, and the EMSTF Administrative Manual.
 - c. Electronically submit the web based "Course Student Disposition Report" to the Office of EMS within 10 days after the Course End Date but not before the program is completed.
 - d. Assure students marked as passed on the "Course Student Disposition Report" have

completed all course requirements and are eligible for certification examination.

C. Payment is processed upon:

1. First half funding payments will be made following receipt of enrollment forms for the funded course. First half funding is determined by OEMS based upon the EMSTF course funding formula.
2. Second half funding is based upon the number of students marked as “pass” or “incomplete” on the “Course Student Disposition Report” at the completion of the course and who certify through the OEMS. Second half funding is determined by OEMS based upon the EMSTF course funding formula.

D. If the contractor is found to have submitted falsified records or to have distorted, forged or misrepresented information to students, EMS Providers or to the Office, the Office reserves the right to nullify this contract and all other contracts the Contractor has with the Office or impose other appropriate corrective actions. Subsequently, the Contractor will be barred from submitting request for funding of any type (to include but not be limited to the Rescue Squad Assistance Fund) for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after disbursement of funds will require return of any awards and the possibility of appropriate legal action.